

The Department of Leisure Services is accepting applications for the following Part Time Position:

Part time – Clerk II

Location: Leisure Services office

Starting Salary: \$15.00

Hours: 14-17 hours per week

Works effectively as a team member within an office environment and with customers to provide quality service. Performs administrative duties that require the use of the computer and other office equipment.

Essential Job Functions/Results

Provides general information regarding Town services, schedules and announcements to the public over the phone and in person.

Assists customers registering for programs, sending email correspondence, handling questions over the phone or in person.

Coordinates with administration and leagues the reservations of the town's field and gym permits.

Assists in processing payroll.

Updates spreadsheets, flyers and reports as needed.

Processes payment vouchers, sends out contracts to the recreational contractors.

Handles money, makes deposits and reconciles reports.

Works with confidential information.

Assists with general office duties as necessary.

Performs basic calculations and maintains files.

Knowledge, Skills, and Abilities

Must be proficient in Microsoft word, excel and outlook.

Must have customer service experience in order to be able to interact with employees and the public in a courteous and professional manner.

Ability to work in a busy office setting with interruptions.

Ability to apply specific instructions to assignments.

Ability to file numerically and alphabetically.

Ability to perform data entry work on various computer programs.

Ability to perform basic arithmetic calculations.

Required Qualifications

High School graduate plus minimum of two years of related experience; or equivalent combination of education and/or experience.

Apply: send resumes to: Marla@westhartfordct.gov